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General National
Ser as Capital
Administration Region Washington, DC 20407

Date : February 21, 1985
Reply to :
Attn of : Arthur J. Carlucci, Project Manager
Headquarters Expansion Project, McLean, Virginia
Subject: Construction Staff Requirements
Administration and Inspection
To :
STAT : Deputy Chief
NBPO/OL

This will confirm our discussion relative to additional staff for construction supervision now that the award of BP #2 appears imminent.

What we need most at this time is someone who can assist us with the items of work described on the attached list, "Scope of Duties". If we can get someone to help with this paper work we should be able to get by until the new contractor builds up his work force. At that time we will need some additional staff, probably a civil, mechanical, and an electrical type, and clerical help.

Your assistance in providing this additional staff is most appreciated.


Arthur J. Carlucci

cc: OL/NBPO C.O. for New Hqs Bldg Expansion

OL 20081-85

SCOPE OF DUTIES

1. Change Orders
Initiate proposal requests, evaluate contractor's proposals, assist in negotiations and ultimate settlement of change orders, assembly of change order package and delivery to regional GSA office for necessary signatures, pre-validation, etc.
2. Payments
Assist the Project Executive (P.E.) and Construction Engineer (C.E.) in reviewing with recommendation of contractor's monthly progress payments.
3. Contract Interpretations
Review contract drawings and specifications when questions arise and recommend answers, solutions, etc. to GSA.
4. Correspondence
Prepare letters, memorandums, etc. for signature of GSA in answer to incoming correspondence or for initiation of action required by the contractor.
5. Final Decisions
When disputes arise and contractor requests contracting officer's final decision, prepare same for C.O.'s signature.
6. Litigation
If final decisions are appealed, assist the GSA legal counsel in preparing defense against contractor claims.
7. Purchase Orders
Where additional materials or services are needed (and the "Federal Acquisition Regulations" permit), assist in the preparation of purchase order requests and expedite approval of same through the GSA Regional Office.
8. Inspection
Assist the GSA in whatever way required to support the above through appropriate inspection of work in place.